

CONSTITUTION AND BY-LAWS

TEMPLE BETH TIKVAH

ROSWELL, GEORGIA

As of May, 2006

**CONSTITUTION AND BY-LAWS  
TEMPLE BETH TIKVAH**

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**ARTICLE I  
NAME**

The Congregation shall be known as **TEMPLE BETH TIKVAH.**

**ARTICLE II  
PURPOSE**

The purpose of the Congregation is to promote the enduring and fundamental principles of Judaism and to ensure the continuity of the Jewish people, to enable its Congregants to develop a relationship with God through communal worship, study and assembly, and to embrace the principles of Reform Judaism in the conduct of the individual, family, and the society in which we live.

**ARTICLE III  
NATIONAL AFFILIATION**

The Congregation will be a member of the Union of Reform Judaism (URJ) (formerly, Union of American Hebrew Congregations) and will abide by the constitution and by-laws of the URJ and will pay dues to the URJ as specified in the URJ's by-laws.

**NOTES**

*As originally adopted Article III read as follows: "It is the intent of this Congregation to affiliate with the Union of American Hebrew Congregations (UAHC). " It was amended in November, 2000, to read as above.*

*In May, 2004 Article III was modified to reflect the change in the name of the Union of American Hebrew Congregations(UAHC) to the Union of Reform Judaism (URJ).*

**ARTICLE IV  
RITUAL AND RELIGIOUS PRACTICES**

- Section 1. The Congregation shall interpret Judaism in the tradition of Reform Judaism.
- Section 2. This Congregation shall be guided in its religious practices by its Rabbi.

**ARTICLE V  
MEMBERSHIP**

- Section 1. Any person of the Jewish faith eighteen (18) years of age or over may be elected to membership upon approval of her or his application by a majority vote of the members of the Board of Trustees.
- Section 2. Members in good standing shall have the right to vote on all matters coming before meetings of the Congregation and the privilege of voting shall be vested in the individual where the membership unit is the family. Each membership unit is limited to two (2) votes.

- Section 3. A non-Jewish spouse shall be considered a member and welcome to share in the fellowship of the Congregation. Voting privileges and the holding of any office shall be reserved to Jewish members.
- Section 4. Members in good standing of the Congregation shall have all the privileges of membership, subject to the rules and regulations established by the Board of Trustees.
- Section 5. In the event of divorce of a member, each spouse will be considered a separate unit of membership.
- Section 6. The Board of Trustees may establish special membership classifications with such provisions as it shall deem advisable.
- Section 7.
- (a) Members shall be responsible for support of the Congregation through payment of dues, assessment and other fees.
  - (b) The institution and amount of financial obligations affecting the entire membership shall be approved as provided in Article VI, Section 5.
  - (c) A member who fails to pay any financial obligation due the Congregation within two (2) months after such obligation shall become due and payable, following attempts at personal notification, shall be deemed not in good standing, and may be suspended and deprived of all privileges upon vote of the Board of Trustees. This vote shall take place no earlier than thirty (30) days after notification by certified mail of the impending suspension.
  - (d) Upon suspension, all rights and privileges in the Congregation shall cease. Suspension, however, shall not relieve the member from the payment of any obligation due the Congregation.
  - (e) A member suspended may be reinstated by the Board of Trustees upon payment of all arrearage and upon compliance with any other terms they may stipulate, or their membership may be terminated by the Board for failure to meet the stipulations or payment arrearage.
  - (f) The Board of Trustees may waive, extend or modify any financial obligations due from a member.

#### NOTES

*As originally adopted Section 7(b) of Article V read as follows: "The Institution and amount of financial obligations affecting the entire membership shall be approved by a majority of the Congregation." It was amended in November, 2000, to read as above.*

## **ARTICLE VI MEETINGS**

Section 1. The Annual Meeting of the Congregation shall be held during the tenth or eleventh month of the fiscal year ending June 30. The Board of Trustees shall set the agenda for the annual meeting. The agenda shall include, but not be limited to, the following: reports shall be submitted by the President, the Rabbi, and such other officers, officials, auxiliaries and committees as may be requested to do so by the Board of Trustees; a budget for the coming fiscal year shall be approved and such trustees and office holders as necessary shall be elected. Every member of the Congregation shall be notified by mail at least thirty (30) days prior to the holding of the annual meeting or of any adjourned annual meeting.

### **NOTES**

*Section 1 of Article VI was amended in September, 2003, to change the fiscal year from December 31 to June 30, effective June 30, 2003.*

Section 2. A special meeting of the congregation may be called by the President or shall be called at the request of a majority of the Board of Trustees or on written application of twenty (20) percent of the voting members of the Congregation, unless otherwise specified. The call for a special meeting shall set forth the purpose of the meeting and written notice thereof shall be mailed to the members at least thirty (30) days prior to the time of the meeting. No business shall be transacted at the meeting except that specified in the call. No vote shall be taken at the special meeting unless the notice calling the meeting specifically provides that a vote may be taken on the particular business specified in the call.

Section 3. Attendance by fifteen (15) percent of the family membership units of the Congregation, represented by at least one member of the family, shall constitute a quorum at meetings.

### **NOTES**

*Section 3 of Article VI was amended in September, 2003, to change the amount of family membership units required to constitute a quorum from twenty five (25) to fifteen (15) percent.*

Section 4. In those family membership units in which there are two eligible voting members, any member in attendance at a meeting with written permission shall be entitled to vote by proxy for the absent member. The Board of Trustees shall determine when vote by absentee ballot is appropriate.

Section 5. If a quorum is present, a majority of the members entitled to vote who are present at the meeting, in person, or by proxy, shall determine any matter coming before the meeting unless a different vote is required by law, by the Articles of Incorporation or the Constitution and By-Laws

**NOTES**

*Section 5 of Article VI was adopted in November, 2000, to read as above.*

**ARTICLE VII  
OFFICERS**

Section 1. The officers of this Congregation shall consist of a President, three (3) Vice-Presidents, a Secretary, a Treasurer and a Chairperson of the Board of Education, all to be elected for a term of 2 years, at the annual meeting of the Congregation. Officers shall not be eligible for more than two (2) successive, elected and full terms in the same office. An officer must fulfill the qualifications as set forth in Article V, Section 2. For the first election of officers the President and Treasurer shall be elected for a term of two (2) years and the Vice-President and Secretary shall be elected for a term of one (1) year. Each election after the first election shall be for two (2) year terms.

**NOTES**

*Section 1 of Article VII was amended in May, 2006, to increase the number of Vice Presidents to 3.*

Section 2. The duties of the President shall be: (1) to act as chairperson at all Congregational and Board meetings; (2) to be an ex-officio member of all committees; (3) call special meetings of the Board of Trustees and the Congregation where authorized; (4) sign all official documents; (5) sign checks of more than \$500.00 with the Treasurer; (6) vote at all meetings of the Board of Trustees and of the Congregation only in the event of a tie vote; and (7) perform all other duties incident to the office.

Section 3. It shall be the duty of the Vice Presidents to oversee the Financial, Programming and Administrative functions of the congregation. It shall be the responsibility of the President to assign such duties to each Vice President.

The Committee oversight and functions shall be assigned as follows (or as otherwise determined by the Board of Trustees):

Financial – Budget & Finance, Dues, Fundraising, Constitution/Bylaws, and Judicial

Programming – Adult Education, Kehillat Chesed, Community Relations, Ritual, Youth Group, Social Action, Sisterhood, Men’s Club, Seniors Group, Social And Chavurot.

Administrative – House, Hospitality, Human Resources, Membership, Communications, Gift Shop, and Office Staff Liaison.

**NOTES**

*Section 3 of Article VII was amended in May, 2006, to read as above.*

- Section 4. The duties of the Treasurer shall be: (1) custodian of all funds of the Congregation; (2) disbursing agent of the Congregation as authorized by the Board of Trustees, and any expenditures or disbursement greater than \$500.00 shall also require the signature of the President and in his absence any officer; (3) attend meetings of the Budget and Finance Committee of which he/she shall be an ex-officio member; (4) present written reports monthly to the Board of Trustees; (5) present a financial report to the Congregation at all regular meetings.
- Section 5. It shall be the duty of the Secretary to serve as Secretary of the Congregation and of the Board of Trustees. The duties of the Secretary shall be: (1) maintain permanent records of all minutes required by the Constitution; (2) maintain a register of all the members of the Congregation, committee chairpersons and committee members and such data as may be of value to the Congregation; (3) attend meetings of the Congregation and of the Board of Trustees, read the minutes, reports and communications and keep an accurate record of the proceedings of such meetings; (4) read at each meeting the minutes of the previous meeting, which, if approved by a majority of the members present, shall be signed by the Secretary and by the President, and placed in the Congregation's minute book; (5) send out proper notices of all meetings of the Congregation and the Board of Trustees; (6) administer all votes at meetings of the Board of Trustees and the Congregation; (7) all materials prepared and maintained by the Secretary shall be located at the office of the Temple; and (8) perform such other duties as are incident to the office.
- Section 6. The duties of the Chairperson of the Board of Education shall be (1) oversee the Board of Education; (2) work with the Educational Director and Educational Staff to assess educational needs of children and to develop and implement plans for meeting those needs; (3) assist the Educational Director in preparing the annual budget submission and monitor the financial condition of the budget on a monthly basis; (4) participate in the recruitment, selection, and evaluation of an Educational Director; (5) attend meetings of the Board of Trustees; (6) perform other such duties as are incident to the office.

Section 7. A Vice President shall succeed to the office of President in the case of vacancy and shall act for the President in the case of his absence or disability. The Board of Trustees shall elect by majority vote the Vice President to serve in the capacity of President. In the event the President and Vice-Presidents positions are vacant at the same time or the Vice-Presidents are incapable of assuming the position of President, the Board of Trustees shall elect by majority vote a successor to assume the duties and responsibilities incumbent upon the office of President for the remainder of the unexpired term.

**NOTES**

*Section 7 of Article VII was amended in May, 2006, to read as above.*

Section 8. In the event of any vacancy in any other office, the Board of Trustees shall elect by majority vote a successor to fill the unexpired term.

Section 9. Before assuming office, all officers shall be covered by a blanket position fidelity bond, the cost of which shall be borne by the Congregation.

**ARTICLE VIII  
BOARD OF TRUSTEES**

Section 1. The Board of Trustees shall consist of the seven (7) officers of the Congregation and twelve (12) members elected by the Congregation. No member of the Board of Trustees shall be a husband and wife. The immediate past President of the Congregation shall serve as a non-voting member of the Board of Trustees. Such non-voting member shall not be considered a Trustee with respect to the prohibitions contained in Article VIII, Section 3, hereof.

**NOTES**

*Section 1 of Article VIII was amended in May, 2006, to increase the number of officers from 5 to 7..*

Section 2. The term of the service of members of the Board of Trustees shall be such that in any given year, the term of service of approximately one-half of the members of the Board of Trustees shall expire. If necessary to accomplish the purpose of this section, the first term of service of board positions newly established pursuant to Article VIII, Section 1, may be for one (1) year rather than two (2).

Section 3. The Congregation shall thereafter elect, as the above terms expire, all trustees for a term of two (2) years, provided, however, that no trustees shall be elected for more than two (2) successive two (2) year terms.

Section 4. The Board of Trustees shall have the general management of the affairs, funds, records, and property of the Congregation. It shall act on all

matters of policy, fill all vacancies on the Board of Trustees until the next Congregation election, and perform such other duties as the members of the Congregation in regular or special meetings may prescribe.

Section 5. The Board of Trustees shall meet once a month from September through June, and in addition, may meet at the call of the President or by petition of the majority of the members of the Board of Trustees.

Section 6. Two-thirds of members of the Board of Trustees shall constitute a quorum.

Section 7: The Board of Trustees shall approve the creation of all positions, establish their duties, determine who they shall report to and authorize appropriate standing committees, if applicable, and person(s) overseeing a specific position, to recruit and employ persons for the position, except as otherwise provided in Article VIII, Section 8. The Board of Trustees shall approve the compensation for all positions in which compensation is appropriate.

Section 8. The Board of Trustees and the Rabbi shall approve the selection or termination of person(s) acting in the capacity of the following positions upon the recommendation of the appropriate committees:

- (a) Assistant and/or Associate Rabbi;
- (b) Cantor;
- (c) Education Director;
- (d) Temple Administrator/Executive Director;
- (e) Hebrew and Religious School Principal(s);
- (f) Director of permanent programs not responsible to or supervised by the above-listed positions.

Section 9. Provided he shall have acted reasonably and in good faith, each trustee, officer, employee, committee member (including chairperson) or agent of the Congregation shall be indemnified and held harmless by the Congregation against those expenses which are reasonably incurred in connection with any action, suit or proceeding, completed, threatened or pending, in which such person may be involved by reason of his being or having been a trustee, officer, employee, committee member (including chairperson) or agent of the Congregation. The Congregation may purchase and maintain insurance on behalf of any such trustee, officer, employee, committee member (including chairperson) or agent against any liabilities asserted against such persons.

#### NOTES

*Section 9 of Article VIII was adopted in November, 2000, to read as above.*

**ARTICLE IX  
RABBI**

Section 1. The Rabbi shall be selected by a special Search Committee appointed by the Board of Trustees pursuant to the following guidelines. The Search Committee shall consist of at least twelve (12) and not more than eighteen (18) members. It shall consist of one (1) representative member from each of the Board of Education, Ritual, and Human Resources Committees; at least five (5) members at large of the Congregation (“At Large Members”) who shall not hold any elected office or be a committee chairperson; and other members appointed by the Board of Trustees as needed to fill the Committee. The At Large Members of the committee shall be solicited through formal announcement by the Board to the congregation at least 60 days before the committee is formed. The announcement will advise the congregation that a Search Committee is being formed and request nominations for the at large positions. Nominations must be submitted within 30 days of the date of the formal announcement. The Board of Trustees will meet to review the nominations and select from the submitted candidates by majority vote. The Board of Trustees’ selection of Search Committee members should be representative of the congregation as well as take into account the needs of the Committee for certain expertise. The chairperson(s) of the Search Committee shall be elected by majority vote of the Board of Trustees .

In conducting its search, the Search Committee should seek guidance from the URJ, the Rabbinic Placement Commission of the CCAR, as well as other meaningful resources. The Search Committee shall present to the Board of Trustees its recommendations, maintaining appropriate confidentiality, for the position of Rabbi. Upon selection by the Board of Trustees of a candidate, this recommendation shall be presented to the Congregation at a regular or special meeting. A majority vote of the members present shall be required for the election of the Rabbi.

**NOTES**

*Section 1 of Article VI was amended in May, 2006, to read as above.*

Section 2. In the event the Board of Trustees decides to terminate or not renew the appointment of a Rabbi, this recommendation shall be submitted to a regular or special meeting of the Congregation. A majority vote of those members present shall be required to act upon the recommendation of the Board.

Section 3. The Rabbi shall have the right to attend all meetings of the Board of Trustees of the Congregation, except when requested for a special reason to absent himself. He shall be an ex-officio member of all committees.

Section 4. The Rabbi shall present a State of the Congregation address to the Board of Trustees at least twice annually, and to the Congregation at the general meeting held annually. The Rabbi shall report to the Board of Trustees at each regularly scheduled meeting of the Board.

**ARTICLE X**  
**STANDING COMMITTEES AND ORGANIZATIONS**

Section 1. The Congregation shall commence with the standing committees provided in this Section, and the committees shall have the following responsibilities and duties provided in such subparagraph:

- (a) It shall be the duty of the Budget and Finance Committee to prepare an annual budget for the Congregation, to monitor revenues and expenditures and to make recommendations to the Board of Trustees regarding financial matters. The Budget and Finance Committee shall establish appropriate financial policies and procedures. The Audit Subcommittee of the Budget and Finance Committee shall quarterly develop and perform specific procedures to evaluate the Treasurer's compliance with the financial policies and procedures set forth by the Budget and Finance Committee. A report of the results of the performance of these procedures shall be made to the Budget and Finance Committee and the Board of Trustees. An audit, performed by an independent certified public accountant, may be made upon the recommendation of the Audit Subcommittee to the Budget and Finance Committee and the Board of Trustees.
- (b) It shall be the duty of the Ritual Committee with the cooperation and approval of the Rabbi, to consider the rituals and observances of the synagogue and to promote such practices in the home as will enhance the values of Jewish living. The Ritual Committee shall participate in the recruitment and selection of an Assistant Rabbi and Cantor.
- (c) It shall be the duty of the Adult Education Committee to promote educational activities and programs for the Congregation and community, in order to increase the knowledge of our Jewish heritage.
- (d) It shall be the duty of the Membership Committee to promote activities to increase and retain the membership of the Congregation.
- (e) It shall be the duty of the Constitution and By-Laws Committee to develop, formulate and recommend the Constitution and By-Laws for the Congregation, and to recommend amendments to the Constitution and By-Laws.
- (f) It shall be the duty of the House Committee to obtain a place of worship, religious school facilities, and other facilities

required by the Congregation; and to maintain the building and property used by the Congregation in good order and repair. This Committee shall be responsible for the arrangement of facilities in support of all synagogue functions.

- (g) It shall be the duty of the Dues Committee to consider members requests for adjustments to dues and assessments. This Committee shall make necessary adjustments as it deems necessary. All work and proceedings of this Committee shall be confidential. The Treasurer shall be an ex-officio member of this Committee. There shall be no less than three (3) or more than six (6) members of this Committee in addition to the Treasurer. A majority of the members of this Committee shall be present to constitute a quorum and conduct business.
- (h) It shall be the duty of the Nominating Committee to identify and recommend candidates for elected office. The membership of the Nominating Committee shall be composed of the Chairpersons, or their designees, from the Ritual, Board of Education, and Membership Committees, one officer and one Trustee appointed by the Board who are not standing for re-election, and two (2) congregants in good standing appointed by the Board. The Board shall appoint the chairperson of the Nominating Committee from anyone of the seven (7) members noted in the preceding sentence. In no event shall both husband and wife serve at the same time on the Nominating Committee. In the event both husband and wife are eligible, husband and wife shall decide between them who shall recuse. If they fail to, the Board shall so decide. The Nominating Committee shall maintain an accurate system for identifying interests and skills of members for the purpose of staffing committees and other synagogue functions. The Nominating Committee shall provide this information to committee chairpersons for determining committee membership. The Nominating Committee shall present to the Board and the Rabbi for their approval the Nominating Committee's recommendations for chairpersons of the Board of Education, Ritual and House Committees. The Nominating Committee upon direction from the Board of Trustees shall present to the Board annually for its approval their recommendations for committee chairpersons.
- (i) It shall be the duty of the *Kehillat Chesed* (Caring Committee) to support the ill and the aged, console mourners, offer hospitality, promote health and address issues of modern day family life. The Committee's duty is to build a caring community through the development of personal sacred relations in order that the members will find not only community but also greater meaning and purpose in their lives.
- (j) The Community Relations Committee shall promote community welfare and act as liaison with programs and activities involving the community.

- (k) It shall be the duty of the Human Resources Committee to establish uniform personnel practices which insure that matters of recruiting, interviewing, training, performance evaluation, dismissal, salary negotiations and other practices are conducted in a consistent and professional manner. The Human Resources Committee shall work where applicable with the appropriate committee or person overseeing a specific position and provide advice concerning personnel practices. This Committee shall advise the Board of Trustees on all matters of personnel practices.
- (l) It shall be the duty of the Communications Committee to take charge of the publicity and publications of the Congregation, to insure that its programs and goals are understood, and to advise the Rabbi and Board of Trustees on matters of communication with the membership and community.
- (m) It shall be the duty of the judicial Committee to receive and consider petitions of grievances from the Congregation with regard to: (1) conduct of officers, trustees and all other positions; (2) committees; and (3) interpretation of the Constitution and By-Laws. The Judicial Committee shall determine whether there is reasonable cause to believe a grievance is well founded and merits further consideration. The Judicial Committee shall investigate the grievance and report its findings and recommendations to the Board of Trustees. The Board of Trustees will make a final determination as to any grievance. The Nominating Committee shall make recommendations to the Board of Trustees for Judicial Committee membership and the chairperson of the Judicial Committee. The Board of Trustees shall determine the chairperson and membership of the Judicial Committee from the names submitted by the Nominating Committee. The Judicial Committee shall consist of five (5) members, and no member shall be an officer or member of the Board of Trustees. The Judicial Committee shall remain intact for the purpose of completing all matters initiated during its term which are pending at the expiration of its term. This provision shall have no effect on the responsibilities of the Judicial Committee appointed for the next fiscal year.
- (n) It shall be the duty of the Long Range Planning Committee to establish long range goals and monitor the progress of current goals and objectives.
- (o) It shall be the duty of the Youth Committee to promote activities on the part of young people which contribute to their knowledge of Jewish tradition, their respect for Jewish religion and their participation in social activities. This Committee shall act as liaison between the youth groups and the Congregation.
- (p) It shall be the duty of the Hospitality Committee to supervise and coordinate the Oneg Shabbats and social functions held at the Temple.

- (q) It shall be the duty of the Fundraising Committee to raise funds to support the financial needs of the synagogue.
- (r) It shall be the duty of the Social Action Committee to promote opportunities to carry out the mitzvah of *tikkun olam*, repair the world.

**NOTES**

*Section 1 of Article X was amended in May, 2006, to add subsections (q) and (r) and clarify subsections (h) and (i).*

Section 2. The Board of Trustees may approve the creation of additional Committees. These additional Committees shall exist only for the duration of the fiscal year in which they were created, unless otherwise specified.

- Section 3.
- (a) A majority of the members of any committee, unless otherwise specified, shall constitute a quorum to conduct business.
  - (b) The Chairperson of each committee shall be appointed by the Board of Trustees to serve a one (1) year term, and shall not serve more than two (2) successive terms unless approved by a majority of the Board of Trustees.
  - (c) The membership of each committee shall serve a one (1) year term.
  - (d) Copies of all notices of committee meetings and the minutes of each committee meeting shall be sent to the Rabbi, the Secretary and President of the Congregation.

**NOTES**

*As originally adopted, Section 3(b) read as follows: "The Chairperson of each committee shall be appointed by the Board of Trustees to serve a one (1) year term, and shall not serve more than two (2) successive terms. " In 1997 it was amended by adding the following ", except for the Chairperson of the Dues Committee who may serve more than two (2) consecutive terms at the discretion of the Board of Trustees. " In November, 2000, it was amended to read as above.*

**ARTICLE XI  
REMOVAL OF OFFICERS AND TRUSTEES**

Section 1. Any officer or trustee who misses three (3) regularly scheduled meetings of the Board of Trustees during the fiscal year may be removed from office at the discretion of a majority vote of all members of the Board.

Section 2. Any officer or trustee can be removed for cause from the office pursuant to the following procedures:

- (a) A written petition describing the grounds for removal signed by at least twenty-five (25) percent of the members of the Congregation or a majority of the Board of Trustees shall be filed with the Judicial Committee with a copy furnished to the Board of Trustees and person charged.
- (b) The Judicial Committee shall consider the petition, any response by the person charged, and hold a hearing if necessary or at the request of the charged person.
- (c) In the event the Judicial Committee finds the charges not well-founded, the parties who petitioned the charges and the person charged shall be notified and no further action shall be taken.
- (d) In the event a majority of the Judicial Committee finds that there is a valid basis for removal, the matter shall be reported to the Board of Trustees and a special meeting of the Congregation called by the Judicial Committee.
- (e) An officer or trustee shall be removed from office upon the affirmative vote of at least a majority of the members in good standing present at the special Congregational meeting.

**ARTICLE XII  
NOMINATING COMMITTEE PROCEDURES**

Section 1. It shall be the duty of the Nominating Committee to request that the Congregation submit recommendations for Officers and members of the Board of Trustees. This request is to be published in the bulletin. The Nominating Committee shall prepare a slate of its recommendations and submit the recommended slate to the Board of Trustees for approval.

**NOTES**

*Section 1 of Article XII was amended in May, 2006, to read as above.*

Section 2. Sixty (60) days prior to the Annual Meeting, the Nominating Committee shall request any nominations by petition from the Congregation. This request is to be published in the bulletin. All nominations by petition must be separate for each position. Each petition must be signed by twenty-five (25) voting members of the Congregation and must also be signed by the voting member who has petitioned. No more than one (1) petition shall be submitted for any one member. All petitions must be submitted within forty-five (45) days prior to the election.

Section 3. No candidate is to be present at any meeting of the Nominating

Committee, nor may the spouse of any candidate be present during discussion of the candidates for the same position as their spouse.

- Section 4. The candidate for position of President must be selected from among individuals that have been elected to the board as an Officer or Trustee, past or present.
- Section 5. Thirty (30) days prior to the Annual Meeting, the Nominating Committee shall send each voting member a notice of the date of the Annual Meeting and list the names of all nominees for Officers in alphabetical order by position without any distinction.
- Section 6. For the Annual Meeting, the Nominating Committee shall issue each voting member a written ballot, listing all names nominated in alphabetical order by position without any distinction. These nominations shall be considered closed as there will be no nominations accepted from the floor at the Annual Meeting. No indications will be made on the Ballot as to the method of nomination.
- Section 7. All votes for Officers and Board of trustees shall be by secret ballot. The Nominating Committee shall develop procedures for insuring the integrity of all elections, and assist the Secretary in administering votes at elections of the Congregation.

### **ARTICLE XIII AMENDMENTS**

Amendments to the Constitution and By-Laws shall be presented in writing and shall be initiated by the Board of Trustees or by at least two-thirds of the members in good standing of the Congregation, and shall be filed with the Secretary. Such amendments may be acted on at any regular meeting of the Congregation or at any special meeting called for that purpose. Copies of the proposed amendments together with the provisions of the Constitution and By-Laws to be amended shall be mailed to each member at least thirty (30) days prior thereto. An Affirmative vote of two-thirds of the members of the Congregation in good standing present and voting shall be necessary to adopt any amendment.

### **ARTICLE XIV RULES OF ORDER**

The rules of procedure at meetings shall be determined by Robert's Rules of Order, latest revised edition.

**ARTICLE XV  
BOARD OF EDUCATION**

Section 1. A Board of Education, headed by a chairperson and having eleven (11) additional congregants as members, will be established and will oversee the youth education program. The Chairperson of the Board of Education will serve as an officer of the Congregation.

**NOTES**

*Section 1 of Article XV was amended in May, 2004, to increase the number of additional members of the Board of Education from eight (8) to ten (10). In May 2006 this section was amended to increase the number of additional members from ten (10) to eleven (11).*

Section 2. The twelve (12) member board (including the chairperson) will consist of the following:

one (1) Chairperson;  
one (1) designee of the Rabbi;  
one (1) designee of the Religious School Director;  
one (1) designee of the Preschool Director;  
one (1) post Bar/Bat Mitzvah parent;  
one (1) Religious School teacher;  
one (1) Religious School parent;  
one (1) Preschool parent;  
one (1) Preschool teacher; and  
three (3) Members-at-Large;

The Rabbi and the Educational Directors will appoint one (1) member each of the Board of Education. All other members will be slated by the Nominating Committee and elected by the Congregation.

**NOTES**

*Section 2 of Article XV was amended in May, 2004, to increase the number of members of the Board of Education from eight (9) to (11). As originally adopted, the Board consisted of: one (1) chairperson; one (1) teacher; one (1) non-teacher parent; one (1) non-teaching/non-parent congregant; three (3) members-at-large; one (1) designee of the Rabbi; and one (1) designee of the Education Director. In May, 2006 this Section was further amended to add 1 Preschool Teacher to the Board of Education.*

Section 3. The term of the members of the Board of Education will be two (2) years and there will be a two (2) consecutive term maximum for any member. During the initial three (3) years and the remaining four (4) members will have a term lasting two (2) years in order that only half the Board of Education be re-elected at each election of the Congregation.

Section 4. The duties of the Board of Education shall be: (1) work with the Educational Directors and the Educational Staff to assess educational

needs of children and to develop and implement plans for meeting those needs; (2) oversee the youth education activities of the Congregation; (3) participate in the recruitment and selection of an Educational Directors; (4) define the duties and evaluate the performance of the Educational Directors; (5) establish guidelines for educational staff recruitment; (6) assist the Educational Directors in preparing the annual budget submission and monitor the financial condition of the budget on a monthly basis; (7) establish salary guidelines for educational staff; (8) help determine the educational fees to be charged to the Congregation; (9) function under rules of other committees with respect to open meetings; (10) establish a liaison with the Budget and Finance Committee; (11) establish a liaison with *Tichon Atlanta* (a duty of one (1) of the three (3) members-at-large); and (12) oversee the planning and implementation of the High Holiday Experience.

#### **NOTES**

*Section 4 of Article XV was amended in May, 2004, to change all references to "Educational Director" to "Education Directors". In May, 2006 Section 4 was amended to add oversight of the High Holiday Experience to the duties of the Board of Education.*